

## NEW EMPLOYEE REGISTRY

  
**AS AN EMPLOYER  
YOU'RE THE KEY**

**IN HELPING CALIFORNIA KIDS  
TO A BETTER FUTURE**



**TO ASSIST THE CHILD SUPPORT ENFORCEMENT PROGRAM,  
REMEMBER TO SUBMIT YOUR NEW HIRE REPORTS ON TIME**

**Employers play a vital role in the success of California's New Employee Registry Program. Since the statewide program began July 1, 1998, California has seen a 78 percent increase in matching the identity of reported new hires and parents who were delinquent in child support payments.**

## **What's required**

All employers are required to file a report of their new or rehired employees to the Employment Development Department (EDD) **within 20 days of their start of work date**. Employers filing magnetically must submit two media files each month.

## **What should be reported**

- Employee's Social Security Number, full name, address, and start of work date.
- Employer's name, address, California Employer Account Number, and Federal Employer Identification Number (FEIN).

## **How can data be reported**

- File form DE 34, Report of New Employee(s); **OR**
- File a copy of employee's W-4 form with all required data elements; **OR**
- Submit new hire data on magnetic media (diskettes and tape reels or cartridges).
- Future Option Under Development - Internet reporting - watch EDD's web site ([www.edd.ca.gov](http://www.edd.ca.gov)) for more details.

## **Where to report**

Mail or Fax to:

Employment Development Department  
P. O. Box 997016, MIC 23  
West Sacramento, CA 95799-7016  
(916) 255-0951 (FAX)

## **Additional information**

General inquiries should be directed to the NER Hotline at (916) 657-0529. Magnetic media inquiries should be directed to (916) 654-6845.